

Memorandum



TO: Distribution List

FROM: Bryan Tippie, Budget Director

DATE: October 20, 2003

Re: Minutes of the October 16, 2003 Finance Committee Meeting
Amended (in bold)

Committee Members present: Mr. Ray Graham and Ms Sharon McCamy

The Finance Committee met on October 16, 2003, at 4:00 p.m. in the 4th Floor Conference Room of the Court and Office Building. This document reflects the official minutes of that meeting.

County Treasurer's Report: The Treasurer's Report was included in the agenda packet for the Finance Committee's consideration.

County Attorney's Report: Tracy Gallehr presented the County Attorney's Report for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

FY 2004

1. School Division - \$60,603

- a. \$24,731 in Federal Title II Part D Grant funds was approved for appropriation for educational technology.
- b. \$35,872 in State Bright Stars Grant funding was approved for appropriation for preschool instructional needs.

2. Sheriff's Office - \$8,564

- a. \$564 in Federal Share of Forfeiture Proceeds was approved for appropriation for drug enforcement.
- b. \$8,000 in Federal Community Alliance for Drug Rehabilitation and Education (CADRE) funding was approved for appropriation for drug prevention programs.

Transfers:

1. Human Resources - \$27,000

\$27,000 transfer from the Non-departmental Training Reserve was approved to the Human Resources operating budget for educational training expenses. This action is part of the on going Finance Department accounting code revision.

Regular Agenda

Supplemental Appropriations:

FY 2004

1. Commonwealth's Attorney - \$6,371

\$6,371 in State Seizure Funds received in FY 2003 and not spent was approved as a carryover for FY 2004.

2. Clerk of Circuit Court - \$236,609

\$236,609 State Virginia Library Grant funding unspent in FY 2003 was approved as a carryover for FY 2004

3. Fire and Emergency Services - \$15,278

\$15,278 State Homeland Security Planning State Grant funding received and not spent in FY 2003 was approved as a carryover for FY 2004.

4. Parks and Recreation - \$32,000

\$32,000 in local funding for the Fishing Resource Center at Lake Brittle not spent in FY 2003 was approved as a carryover for FY 2004.

Transfers:

1. School Division

- a. \$134,423 from the Capital Fund Auburn Middle School account was approved to be transferred in the Capital Fund for replacement of four (4) school buses.
- b. **\$824,341 in the School Construction Reserve was requested to be transferred to a new secondary facility account in the Capital Fund. These funds would be for design work in preparation for a referendum. After discussion, the Finance Committee indicated that since the Board of Supervisors would be discussing this issue at a work session on October 20th, the Committee would defer consideration` to the full Board of Supervisors.**
- c. \$15,950 from the Capital Fund Marshall Middle School account was approved to be transferred within the Capital Fund for repair of the Fauquier High School track.

2. Parks and Recreation

A transfer of \$22,500 from the Central Storage account in the Capital Fund was approved as a transfer to the Marshall Community Center to mitigate construction costs.

3. General Services

\$23,391.64 was approved to be transferred from the completed Capital Fund General District Court Project to the Hospital Hill Renovations Project.

Finance:

Health Insurance – As reported through September, expenditures are up 20% over the same time last year.

Budget Office:

Bryan Tippie, Budget Director, briefed the following issues:

Revenue Report – Based on the latest revenue analysis, a \$1.3 million increase over the adopted amount is projected from Real Estate and Personal Property for FY 2004. The Budget Office and Finance Department will provide an estimate of the FY 2003 year end balance at the October meeting.

Referendum Resolution Interpretation - The policy is on the agenda for a Board of Supervisors work session on October 20, 2003 at 4:00 p.m.

FY 2004 Capital Improvements Program Revision – Route 605 Park – A public hearing is scheduled for this issue on October 20th at 7:00 p.m.

West Nile Virus - Keith Dickinson and Chuck Hoysa reported on the West Nile Virus Program. The Finance Committee approved that \$10,000 instead of the original approved \$28,862 (October Finance Committee Meeting) be carried over for West Nile Virus expenditures and for Resource Guides and education pamphlets.

County Administration Position – A part time temporary position is being changed to a part time permanent position in the County Administration office. The Personnel Committee approved the position. The department will support the position within existing funds and it is on the consent agenda for the October 20, 2003 Board of Supervisors meeting.

**The next Finance Committee Meeting will be
November 20, 2003 at 4:00 p.m.**